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STANDARD FORM NO. 64

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief/Basic School

DATE: 31 January 1956

FROM : Chief/Orientation and Briefing

SUBJECT: Items of Interest for the Period  
24 January to 31 January 1956

1. Mr. E. Jan Natleman, State Department, discussed with Chief/OB/BS his reactions to the Departmental Briefing and stated he was so well pleased that he was going to examine at the Foreign Service Institute the various uses that could be made of this program.
2. Upon receiving the booklet "Formalities in Official Life Overseas" from [ ] Chief/OB/BS discussed its use with [ ] recommending strongly that we attempt to secure copies which should be given to the dependents as soon as the decision is made to send them overseas [ ]. The Chief/BS is going to discuss this item further with the Department of State.
3. The Chief/OB/BS received from the DDS the new detailed T/O chart which will be the guide for the orientation and briefing work of this office.
4. On Thursday, 26 January 1956, Chief/OB/BS was in Fort Knox, Kentucky to lecture to the Senior Class of the Armored School and to the officers' wives. A separate memorandum on this subject has been submitted already.
5. Chief/OB/BS had a surprise visit from Mr. Charles V. Hulick re the method of depicting the DD/P organization based upon the Director's approval of the recent memorandum affecting the position of Chiefs of Stations. After a long discussion with Mr. Hulick certain modifications were made on our basic organization chart. Mr. Hulick also sent to Chief/OB/BS a copy of the DCI memorandum on this subject. Within the next few days Chief/OB/BS expects to discuss with Mr. Hulick certain questions in the DCI memo.
6. In discussing with the IG certain items for incorporation in the CIA Review program, he stated that emphasis should be given to the "Studies in Intelligence" series being put out by the Office of Training. The most recent of these, "Articles on Capabilities," will be brought to the attention of the persons attending the Review program this afternoon.

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7. All speakers have been arranged for the next Class at the Strategic Intelligence School. The memorandum on this subject will be sent through channels within the next day or two.
8. Since we have had such a problem in attempting to get a slotted board fabricated with hinges, we have agreed to take it without hinges. This will be used for the first time at the presentation to be made at the Strategic Intelligence School, and after that will be available whenever Chief/OB/BS is called by the DCI to put on presentations in the DCI Conference Room.
9. Chief/OB/BS is working with [redacted] in an effort to secure an adequate replacement for [redacted] who has decided to go to [redacted] office.

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